

Subject Access Request Application Form

If you are **only** requesting **CCTV images**, do not use this form – telephone 0303 333 4300

Please refer to the guidance notes before completing this form.

This form is to be used when an individual (the Data Subject) wishes to access personal data held by Halton Borough Council. There is no fee payable for this service.

PLEASE USE BLOCK CAPITALS

Section 1 - Applicant (To be completed in all cases)

Please place a tick in the box for one of the following:

I am the Data Subject. I am requesting access to my personal information ☐

I am not the Data Subject. I am requesting information on behalf of the Data Subject ☐

Section 2 - The Data Subject (To be completed in all cases)

Surname:	
Forename(s):	
Title: Mr, Miss, Mrs, Ms or Other (please specify):	
Previous name(s):	
Date of birth:	
Address:	
Post code:	
Telephone number:	
Email address*:	

*By providing and using an email address for correspondence with Halton Borough Council you are accepting that you are satisfied with the security and privacy of this email and for any correspondence sent to it

If you have lived at this address for less than two years please provide previous address below:

Previous Address:	
Post code:	

Section 3 - Representative's information

(To be completed if you are applying as the Data Subject's representative)

Relationship to the Data Subject:	
Surname:	
Forename(s):	
Title: Mr, Miss, Mrs, Ms or Other (please specify)	
Date of birth:	
Address:	
Post code:	
Telephone number:	
Email address*:	

*By providing and using an email address for correspondence with Halton Borough Council you are accepting that you are satisfied with the security and privacy of this email and for any correspondence sent to it.

Please use the sections below to explain your entitlement to receive the Data Subject's personal data (for example, Data Subject's signed authority, Lasting Power of Attorney or Parental Responsibility)

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What authorisation documents have you enclosed?

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Section 4 – Service Area

Please tick to select the service area you require information from:

☐ Social Care (Adults) ☐ Social Care (Children) ☐ Housing Benefits

☐ Council Tax ☐ Other (please specify below)

If 'Other' selected, please include details in the box below

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Please provide details of the specific information you require from the area(s), together with any relevant dates

Details of specific information required	Date(s) information relates to	Service area (if more than one selected above)	Officer name/social worker	Date of last contact with area

Please indicate your preference for delivery of any records

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Section 5 - Identification

You must provide **two original** forms of identification to confirm the identity of the Data Subject, one which confirms their identity and one which confirms their current address. Please provide one document from each list below. Photocopies are not acceptable.

You can take your original documents into any of the Halton Direct Link offices listed below or alternatively if you are not from the area, via a Solicitor or other professional, to be verified.

Acceptable proof of identity:

- Current Passport
- Birth certificate
- Unexpired driving licence (full or provisional)

Acceptable proof current address:

- Utility bill dated within the last three months
- Council Tax bill for current year
- Unexpired driving licence
- Bank statement dated within the last three months
- Benefits Agency / State Pension correspondence (on letter-headed paper) dated within the last three months

Representative's Information

If you are a representative applying on behalf of the Data Subject, you must also provide two forms of identification which confirm your identity and current address. **Representative must also include an explanation of their entitlement to receive the data and detail the authorisation documents which are being provided as evidence.** Authorisation documents could be a letter of instruction, power of attorney signed by the data subject, parental responsibility order.

Section 6 - Data Subject's declaration

Please select one of the following statements:

- ☐ I confirm I am the Data Subject. I wish to receive a copy of my personal records
- ☐ I confirm I am the Data Subject and I give my consent for my representative to receive a copy of my personal records on my behalf

Signed:

Date:

Section 7 - Representative's declaration

WARNING – it is a criminal offence to obtain another person's information by deception

I confirm I am the appointed representative of the Data Subject. I wish to receive a copy Data Subject's personal records.

Signed:

Date:

Where to take your application and appropriate ORIGINAL identification

By hand - to Halton Direct Link (please check opening/closing times before you visit):-

Concourse Level, Rutland House, Halton Lea Shopping Centre, Runcorn WA7 2ES
7 Brook Street, Widnes WA8 6NB

By send by post to Information Governance Service, PO Box 317, RUNCORN, WA7 9BZ

How to get further information, to comment or complain

If you need further help with your application, or with understanding any information you receive in response, please contact the member of staff who supplied you with the application or who contacted you about your application.

If you do not receive a reply within a calendar month from your application was acknowledged or the date you supplied any further information requested, contact the member of staff who acknowledged your application.

If you have any queries regarding this form, if you wish to appeal about the information to which you have been given access, or if you wish to make a complaint about the service you have received, please call 0303 333 4300 or visit a Halton Direct Link office.

PRIVACY NOTICE

Halton Borough Council is the data controller for the personal information you provide. For a full privacy notice on how your data is processed go to <http://www.halton.gov.uk/privacynotices>